

# Excerpt of Record

**STEP 1.** Click on **Bankruptcy or Adversary** on the ECF Main Menu Bar.

**STEP 2.** Click on **Appeals**.

**STEP 3.** The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format.

☐ Click **Next**.

**STEP 4.** Confirm the debtor(s) name and case number are correct.

☐ Select **Excerpt of Record** from the event list.

☐ Click **Next**.

**STEP 5.** The **Party Selection** screen displays.

☐ Select the party filer.

☐ Click **Next**.

**STEP 6.** Click **Browse** to select the appropriate PDF to attach.

☐ Click **Next**.

**STEP 7.** Select the appropriate event(s) to which your event relates.

☐ Click **Next**.

**STEP 8.** A case verification screen displays.

☐ Click **Next**.

**STEP 9.** The **Docket Text: Final Text** screen displays.

☐ Confirm docket text is correct.

☐ Click **Next**.

**STEP 10.** The **Notice of Electronic Filing** screen displays.